

11 March 1959

MEMORANDUM FOR: Assistant Director, CR

FROM : Chief, Document Division

SUBJECT : Realignment of Document Division Organization

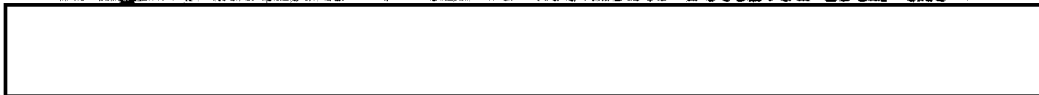
I. PROBLEM

- a. Reassign the functions of the Release Section.
- b. Combine the Processing Branch and the Special Control Branch.

II. FACTS

- a. The Release Section disseminates CIA finished and national intelligence documents as well as documents received from the

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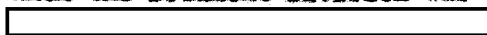


- b. The Liaison and Collection Division is responsible for dealing with outside agencies in arranging for the servicing of requests.

III. DISCUSSION

- a. The functions of making dissemination and maintaining dissemination requirements and records for CIA produced material is presently split between the Analysis Branch and the Release Section depending on whether the material is "raw" or "finished" intelligence. These procedures have become fairly well standardized.
- b. When the Document Division was formed, the function of disseminating

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 then a responsibility of the Liaison Division, was transferred to the Release Section. This job is more properly assignable to the Special Section of the Analysis Branch where it can be handled along with other source material.

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25X1 c. The designation of the Chief, Release Section as the OCR Foreign Liaison Control Officer was made because most of the [ ] contacts in OCR were for the purpose of obtaining CIA finished intelligence material. However, inasmuch as the responsibility of the Liaison and Collection Division is to handle contacts with outside Agencies, it is more logical for the point of contact with these foreign liaison officers to be located in LCD. Any contacts for arranging document distribution should be continued between the FLO's and DD personnel, but under the guidance of LCD. Other matters, requiring operational liaison should be handled by the LCD.

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- d. If the Release Section's functions are transferred to the Analysis Branch and the Liaison and Collection Division, the remaining two sections of the Special Control Branch would be involved in the handling of non-CIA cables and Top Secret documents with a total personnel of 18 including the Chief and his secretary. The Processing Branch, on the other hand, consists of 42 persons who are processing all the other categories of intelligence documents. We believe a stronger, more uniform and flexible organization would result if the processing of all documents and non-CIA cables were merged into one branch with separate sections.
- e. If the Processing Branch becomes a section of the "Control" Branch, I believe the Branch Chief should have a deputy to assist in handling the varied responsibilities assigned to the Chief in addition to the supervision of the branch. It is suggested that the GS-12 slot presently Chief, Release Section, be reclassified to GS-13, Assistant Branch Chief.

#### IV. CONCLUSIONS

- a. Reassignment of the functions of the Release Section are proper and desirable.
- b. Combining the Special Control and Processing Branches will result in a savings of two jobs and the personnel affected can be reassigned in the Division. The upgrading of one GS-12 slot for the Assistant Branch Chief of the combined branch will be needed.
- 25X1 c. The liaison with [ ] is a function of the Liaison and Collection Division.

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**V. RECOMMENDATIONS**

- 25X1      a. That the functions of the Release Section, [ ] 25X1  
[ ] be reassigned to the Special Section of the Analysis Branch.
- b. That Liaison with [ ] be re- 25X1  
assigned to the Liaison and Collection Division.
- c. That the Special Control and Processing Branches be combined with  
personnel and slots assigned as shown in Tab. A.
- d. That the above changes be effected by issuance of an OCR Notice,  
a suggested draft for which is attached as Tab B.

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[ ]  
Chief, Document Division

**Concurrences:**

\_\_\_\_\_  
Chief, Liaison and Collection Div.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Deputy Assistant Director, CR

\_\_\_\_\_  
(Date)

**Approval:**

\_\_\_\_\_  
Assistant Director, CR

\_\_\_\_\_  
(Date)

**Attachments:**

As stated above.